

# Online Services

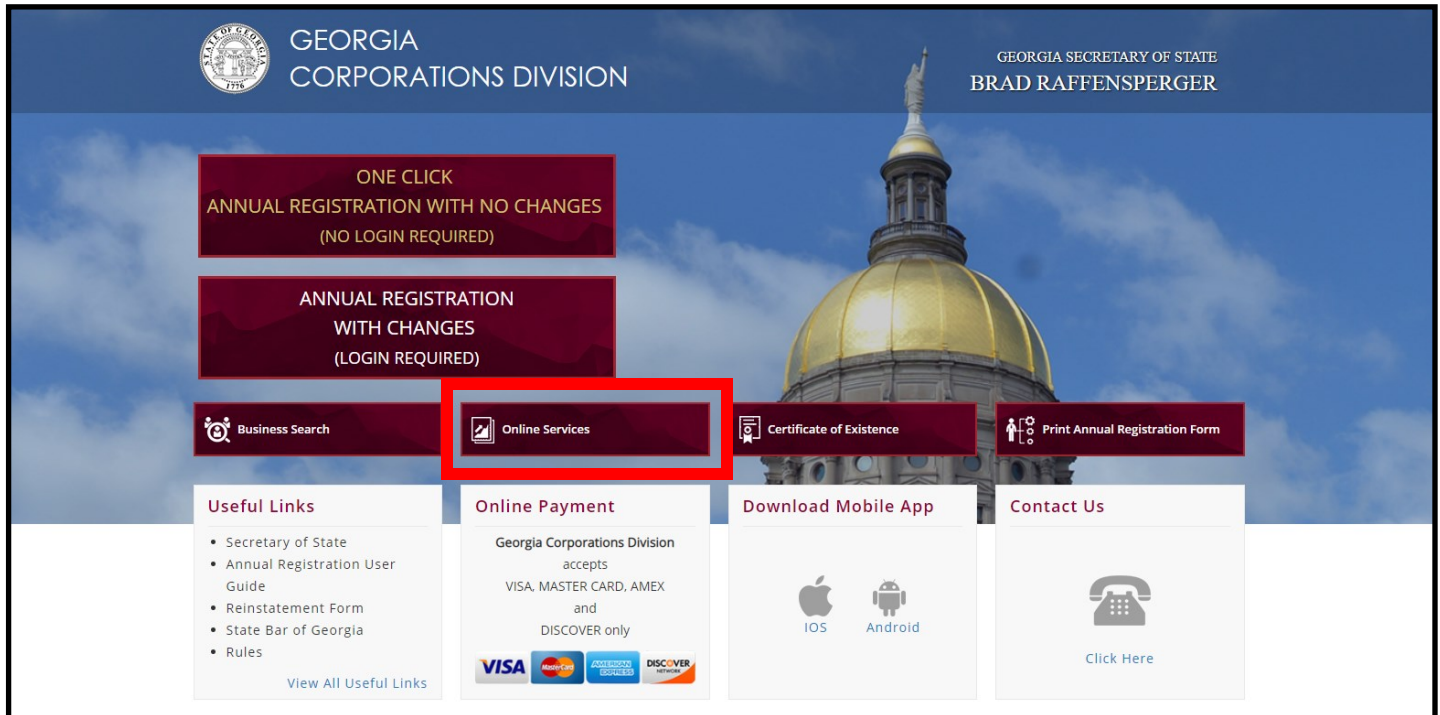
**[eCorp.sos.ga.gov](http://eCorp.sos.ga.gov)**



The Secretary of State is proud to have you doing business in the state of Georgia. In our continuing work of making the process of filing with us more secure, simple for you and to help you save money, we are offering many online services that will save you the \$10 paper filing service charge.

There are many filings you can do online and the form pre fills and will generate the documents for you. For example, you can create your business and once your information is submitted and approved, we will send you your certificate and generated document.

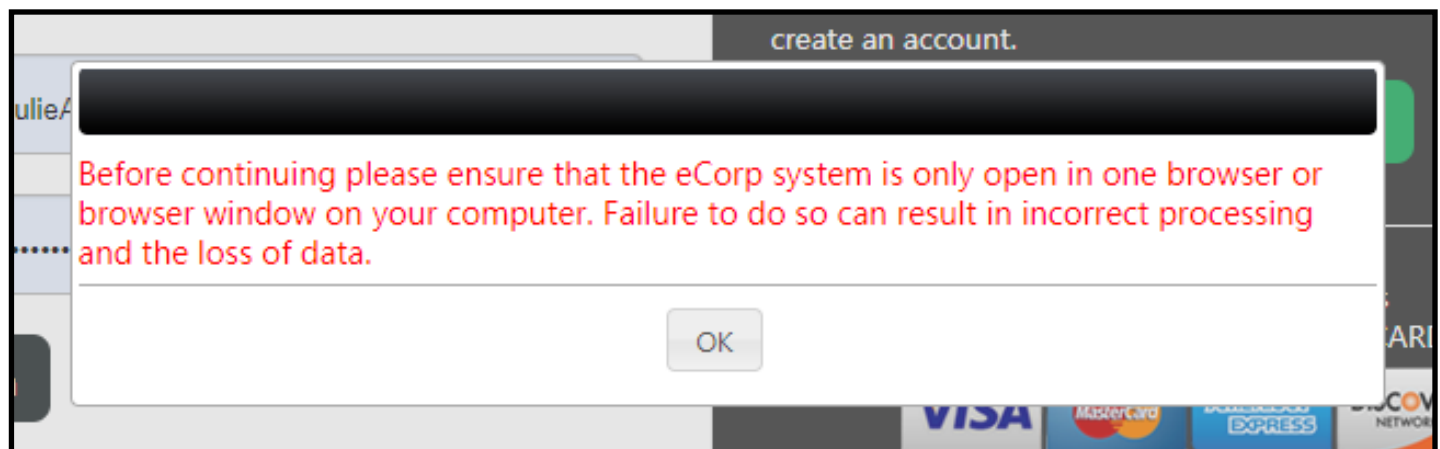
Navigate to our secure site **eCorp.sos.ga.gov**.



From the home page, select the button titled **Online Services**.

You will first see the pop up message explaining to you that to ensure proper processing, you should only have one browser open.

Click the **OK** button.



The **Customer Login** page will display.

If you currently have a Customer Log In you will enter your **User ID** and **Password** in the required fields.

Don't worry if you have forgotten your User ID or Password. You can click on the **Forgot** buttons for assistance.

After you have entered your User ID and Password click the **Log In** button.

If you do not have an account and want to set one up click the green **Create a User Account** button in the **Register** box.

## Creating an Account

After clicking on the green Create a User Account button, the **Provide Your Information** page will display.

Enter the information in the required fields:

**First Name**

**Last Name**

**Middle Name and Suffix (not required)**

**Street Address**

**City**

**State**

**Country**

**Zip Code**

**Email Address and Confirm Email Address (must match)**

Click the **Continue** button.

From the next screen you will create your User ID, Password and security question.

### Choose Your User ID

Enter your **Desired ID**. Your User ID can only have letters and/or numbers and must be between 8-32 characters. If your Desired ID is available, your User ID will display in green and alert you that your choice is available. If your Desired User ID is not available, a message will display to alert you that your choice is not available and ask you to choose a different User ID.

### Choose Your Password

Enter what you want your **password** to be. You will re-enter the same password in the second field for confirmation.

### Choose A Security Question

Select a **Security Question** from the choices in the drop down. Enter your answer to this Security Question in the **Your Answer** field.

The **Security Question** is used when you forget your Password or User ID and are requesting it, so make sure you select a question you will remember the answer to.

If you think you will not remember any of these or do not really like them, you can select the Others option in the dropdown and create your own Question.

Click the **Create My Account** button.

The screenshot shows a web form titled "CHOOSE YOUR USER ID" with a progress bar at the top indicating three steps: 1. PROVIDE YOUR INFORMATION, 2. ENTER LOGIN DETAILS, and 3. DONE. The form has three main sections:

- CHOOSE YOUR USER ID:** A text input field labeled "Enter Your Desired User ID" with the value "JulieWalters2015" and a character count "(8-32 characters)". Below the field, a green message states "JulieWalters2015 is available". A note below reads: "Note: Your User ID can only have alphabets (A-Z,a-z) and/or numbers (0-9)."
- CHOOSE YOUR PASSWORD:** Two text input fields labeled "Password" and "Re-enter Password", both containing masked characters (dots).
- CHOOSE A SECURITY QUESTION:** A dropdown menu labeled "Security Question" with the selected option "In what city or town was your first job?". Below it, a text input field labeled "Your Answer" contains the value "Louisville". A note below reads: "(This is the answer you will need to remember, in case you forget your password)".

At the bottom of the form are two buttons: "Create My Account" and "Back".

You will receive the **Congratulations** screen that displays your User ID and Email Address.

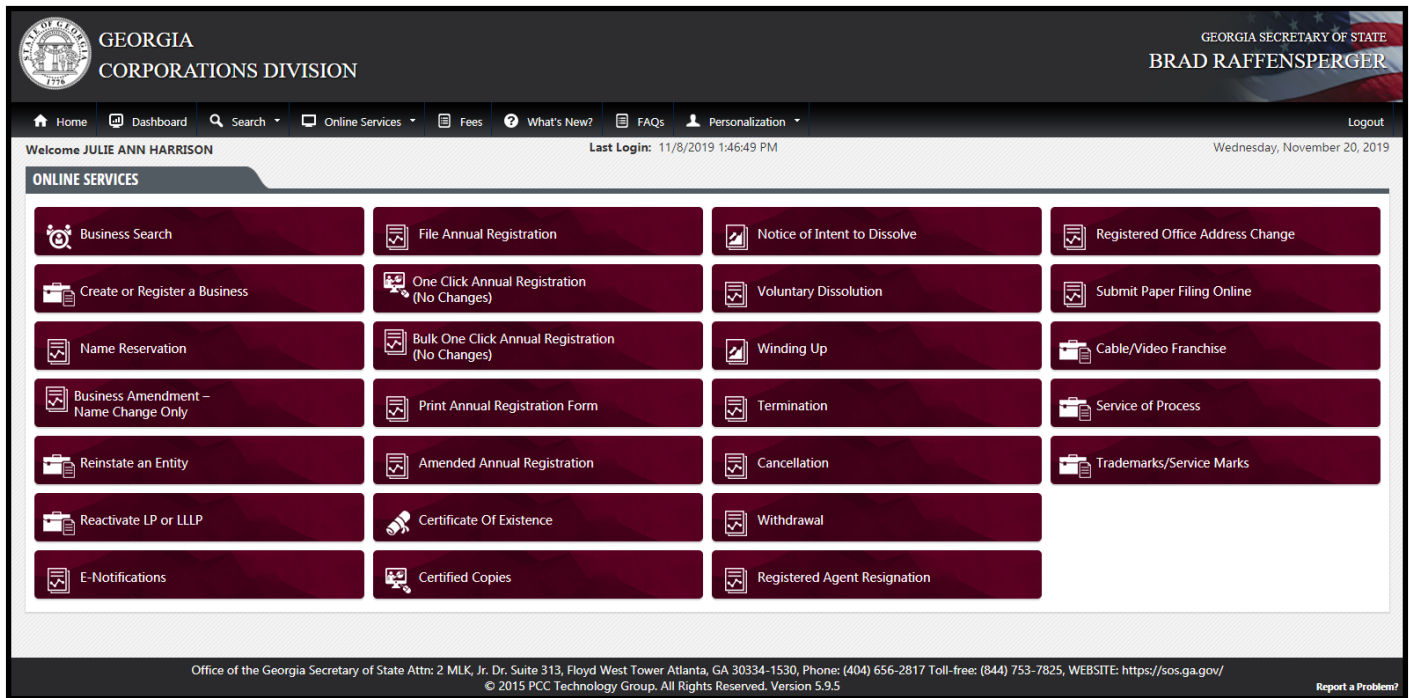
The screenshot shows a "CONGRATULATIONS" screen with a progress bar at the top indicating three steps: 1. PROVIDE YOUR INFORMATION, 2. ENTER LOGIN DETAILS, and 3. DONE. The main content area displays:

- A green heading: "CONGRATULATIONS JULIE ANN WALTERS".
- A green message: "Your account has been created successfully, please note the information below."
- User ID: JulieWalters2015
- Email Address: jwalters@sos.ga.gov
- A "Login" button.

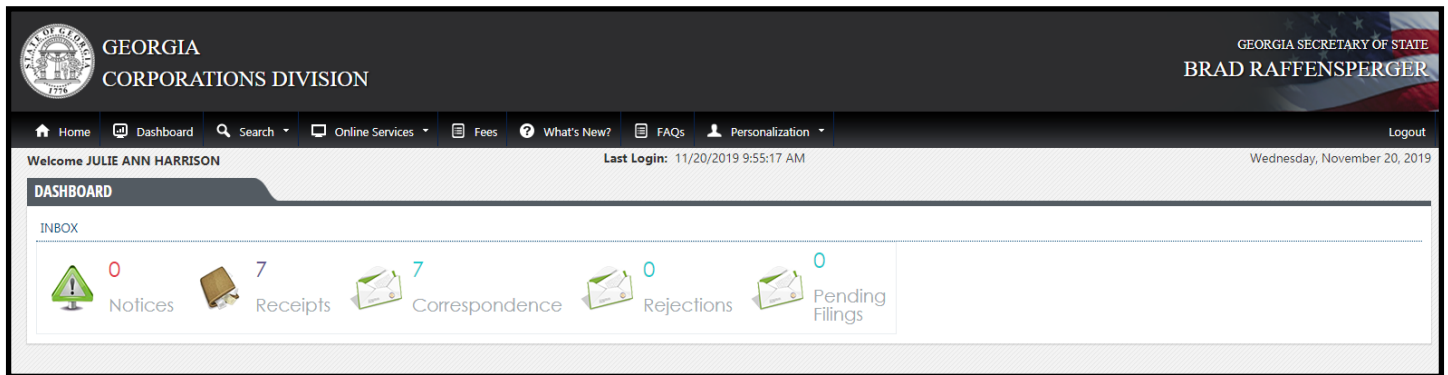
You will also receive a email letting you know you have successfully registered and created an account.

To Log In and take advantage of online services offered, click the **Log in** button.

The **Online Services** page will display.



Across the top of the page you will see a **Dashboard** tab. When you click on the Dashboard tab, your Dashboard will display.



From your Dashboard at a glance you can review:

- **Notices**
- **Receipts**
- **Correspondence**
- **Rejections**
- **Pending Filings**



The Online Services page navigates users to perform tasks depending on which button they select.



From the **Business Search** tab you can Search for a business by Business Name, Control Number, Registered Agent Name or Officer Name.

A screenshot of the Georgia Corporations Division website. The header includes the Georgia state seal, "GEORGIA CORPORATIONS DIVISION", and "GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER". A navigation bar contains links: Home, Dashboard, Search, Online Services, Fees, What's New?, FAQs, Personalization, and Logout. The user is logged in as "JULIE ANN HARRISON" with a last login of "11/20/2019 9:55:17 AM". The date is "Wednesday, November 20, 2019". Three tabs are visible: "BUSINESS SEARCH" (active), "SERVICE OF PROCESS SEARCH", and "TRADEMARK SEARCH". Under "BUSINESS SEARCH", there are radio buttons for "Starts With", "Contains" (selected), and "Exact Match". Below are input fields for "Business Name", "Control Number", "Registered Agent Name", and "Officer Name". A note says "Enter a business name to lookup (This can be partial or full name)". At the bottom are "Back", "Search", and "Reset" buttons. An "INSTRUCTIONS" section follows, explaining the search scope and providing steps to conduct a search.

From the **Service of Process Search** tab you can search by Defendant Name, Plaintiff Name, Civil Action Number or Control Number.

A screenshot of the Georgia Corporations Division website, showing the "SERVICE OF PROCESS SEARCH" tab. The header and navigation bar are identical to the previous screenshot. The "BUSINESS SEARCH" tab is inactive. Under "SERVICE OF PROCESS SEARCH", there are radio buttons for "Starts With", "Contains" (selected), and "Exact Match". Below are input fields for "Defendant Name", "Plaintiff Name", "Civil Action Number", and "Control Number". At the bottom are "Back", "Search", and "Reset" buttons.

From the **Trademark Search** tab you can search by Registration Number, Mark Name, Registrant Name, Class of Goods, Class of Services, Identification of Goods, Identification of Services or Mark Description.

A screenshot of the Georgia Corporations Division website, showing the "TRADEMARK SEARCH" tab. The header and navigation bar are identical. The "BUSINESS SEARCH" and "SERVICE OF PROCESS SEARCH" tabs are inactive. Under "TRADEMARK SEARCH", there are radio buttons for "Starts With", "Contains" (selected), and "Exact Match". Below are input fields for "Registration Number", "Mark Name", "Registrant Name", "Class of Goods" (with a dropdown menu), "Class of Services" (with a dropdown menu), "Identification of Goods", "Identification of Services", and "Mark Description". At the bottom are "Back", "Search", and "Reset" buttons. An "INSTRUCTIONS" section follows, explaining the search scope and providing steps to conduct a search.



Create or Register a Business

From the **Business Formation** screen, in the **Create Business** section, select the type of business you are creating...a new domestic business or a foreign (non-Georgia) business.

Once a radio button is selected, the **Business type** drop down displays. Click the arrow button and scroll down to select one from the dropdown.

After the business type is selected, follow the system prompts to enter the required information for that business type. The following example is for the business type of domestic profit corporation.

Scroll down the page to the **Business Name** section. Enter the information into the open fields about your Business Name. If you do not already have a Business Name Reservation Number, you may enter optional choices for your Business Name.

In the **Upload Name Approval Document** (if applicable) section. if it is applicable, upload a letter of name approval form from an appropriate agency. Once you have successfully uploaded the file, it will display under the Name section. You can delete the file by selecting the trash can icon.

From the **Business Purpose** section you will select the NAICS Code and NAICS Sub Code from the dropdowns. The North American Industry Classification System (NAICS) is the standard used by federal agencies in classifying businesses for the purpose of collecting, analyzing and publishing statistical data related to the US Business economy. If you do not know which classification to choose, then select **Any Legal Purpose or Unknown** from the dropdown. If you do know the classification make that selection and the Sub Code section from the dropdown.

GEORGIA  
ecorprodtestonline.pctg.net/BusinessFormation#

2nd Choice of Business Name: Scrapbooking in Jackson, Inc.  
3rd Choice of Business Name: Journal and Scrapbooking, Inc.

UPLOAD NAME APPROVAL DOCUMENT (IF APPLICABLE)

If applicable, upload a letter of name approval from an appropriate agency. The use of some words (e.g. insurance, assurance, surety, fidelity, administered by the Secretary of State. Filers who wish to form an entity that includes these words in its name must submit a letter of approval webpage for more information. This section is only for uploading name approval documents. Do not upload other types of documents in this section.

Select file to upload (Max 10 MB):

Note: Only the following extensions are allowed for uploading jpeg, jpg, pdf, bmp, png.

Name  
Name Approval Form.pdf

BUSINESS PURPOSE ?

NAICS Code: Retail Trade (45) NAICS Sub Code: -- Select NAICS Sub-Code--

FORMATION STATE  
Georgia

PRINCIPAL OFFICE ADDRESS

Street Address 1: City: Country: United States

Street Address 2: State: Georgia Zip Code:

In the **Principal Office Address** section, enter your Street Address, City, State, County and Zip Code and click the Continue button.

PRINCIPAL OFFICE ADDRESS

Street Address 1: 1234 Main Street  
City: Jackson  
Country: United States

Street Address 2:  
State: Georgia  
Zip Code: 30233

In the **Business Email** section, enter in your Primary Email address. You will need to enter it twice—go ahead and put it in that confirm box too. If you have a secondary email address you can enter that as well.

GEORGIA  
CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE  
BRAD RAFFENSPERGER

Home Dashboard Search Online Services Fees What's New? FAQs Personalization Logout

Welcome JULIE ANN HARRISON Last Login: 11/20/2019 9:55:17 AM Wednesday, November 20, 2019

BUSINESS FORMATION

Create Business Authorization Review Payment Done

BUSINESS EMAIL

Primary Email Address: jude128@aol.com  
Confirm Primary Email Address: jude128@aol.com  
Secondary Email Address: julie@bhs40.com



Enter the **Number of Shares** into the Shares field.

SHARES

Number of Shares: \* 500 (Minimum of at least 1 share must be indicated)

The law states that every business have a registered agent. That registered agent can be you. Click on the **Create Registered Agent** button and complete the information on the pop up window and select the Create Registered Agent button. The registered agent address must be a street address in Georgia where the registered agent can be personally served.

**Create Registered Agent**

REGISTERED AGENT INFORMATION ?

Create Registered Agent

Registered Agent Name

INCORPORATOR INFORMATION

Principal Type: \* Individual

First Name: \* Julie

Suffix: \*

Street Address 1: \* 322 Blenny Run

City: \* Jackson

Agent Type: \* Individual

First Name: \* Sally

Middle Name: \* Ann

Email Address: \* jude128@aol.com

Street Address 1: \* 1241 Cherry Street

City: \* Atlanta

County: \* Cobb

Last Name: \* Draper

Suffix: \*

Street Address 2: \*

State: \* Georgia

Zip Code: \* 30334

Enter legal name of registered agent. An individual's legal name is his/her first and last name, as it appears on the individual's birth certificate, without use of initials or nicknames. Middle names or initials may be included. An entity's legal name is its official name in its home jurisdiction.

Create Registered Agent Cancel

Registered Agent Type Actions

Middle Name: \*

The **Incorporator Information** section tells us who you are. Select either the Individual or Business from the **Principal Type** dropdown and enter the required information in the fields. If you see a red asterisk, it is required. After you have all of the information entered, select the **Add** button. If there are multiple incorporators, you will need to add all by repeating those steps.

INCORPORATOR INFORMATION

Principal Type: \* Individual

First Name: \* Julie

Suffix: \*

Street Address 1: \* 12312 Main Street

City: \* Jackson

Country: \* United States

Last Name: \* Harrison

Middle Name: \*

Street Address 2: \*

State: \* Georgia

Zip Code: \* 30233

Enter the legal name and business address of all incorporators must be listed. An individual's legal name is his/her first and last name, as it appears on the individual's birth certificate, without use of initials or nicknames. Middle names or initials may be included. An entity's legal name is its official name in its home jurisdiction.

Add Cancel

If you have **Optional Provisions** you need to tell us about, this open field allows you 8000 characters to tell us.

OPTIONAL PROVISIONS

Optional Provisions: Enter Optional Provisions into this open field. You have a limit of 8000 characters.

Limit of 8000 characters. Characters Left: 7913

Next, you need to certify the information you have provided. After reading this section, check the box to **Certify**, select an **Effective Date** and enter your name in the **Authorizer Signature** field and select your title from the dropdown. Select the **Continue** Button.

☒ \*CLICK THIS CHECK BOX TO INDICATE AGREEMENT WITH THE FOLLOWING STATEMENTS REGARDING FILING YOUR ANNUAL REGISTRATION

- Georgia corporations incorporated between January 1 - October 1 must file its initial annual registration with the Secretary of State within 90 days after the day its articles of incorporation are filed with the Secretary of State.
- Georgia corporations incorporated between October 2 - December 31 must file its initial annual registration with the Secretary of State between January 1 and April 1 of the year next succeeding the calendar year of its incorporation.

**FILER'S CERTIFICATION (SIGNATURE) ?**

☐ By checking this box and continuing, each signatory certifies that the information provided herein is true, accurate, and complete to the best of his/her knowledge and belief, and that he/she has authorized the affixing of his/her electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act (e-Sign) and O.C.G.A. § 10-12-1 et seq. Further, each signatory understands that his/her electronic signature has full legal effect and enforceability and he/she intends this form, as signed, to be filed with the office of the Georgia Secretary of State.

Effective Date: ☒ This document will be effective as of the date of filing: 11/20/2019  
☐ The effective date requested for this document will be

Authorizer Signature:  (This acts as your signature) Authorizer Title:

Enter legal name of authorizer. An individual's legal name is his/her first and last name, as it appears on the individual's birth certificate, without use of initials or nicknames. Middle names or initials may be included. An entity's legal name is its official name in its home jurisdiction.

[Back](#) [Continue](#)

Next you will **review** the information you entered. If you need to make an edit, simply select the **Edit Info** button or **Back** button and make the changes. Once you have all of your information correct, click the **Submit** button.

**GEORGIA CORPORATIONS DIVISION** **GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER**

Welcome JULIE ANN HARRISON Last Login: 11/20/2019 9:55:17 AM Wednesday, November 20, 2019

**BUSINESS FORMATION**

Create Business → Authorization → Review → Payment → Done

**BUSINESS NAME** [Edit Info](#)

Requested Business Name: **Julie's Scrapbooking Center, Inc.**  
 2nd Choice of Business Name: **Scrapbooking in Jackson, Inc.**  
 3rd Choice of Business Name: **Journal and Scrapbooking, Inc.**

**BUSINESS INFORMATION**

Primary Email Address: **jude128@aol.com** Secondary Email Address: **julie@bha40.com**  
 Formation State: **Georgia**  
 Office Address: **1234 Main Street, Jackson, GA, 30233, USA**  
 Record Address: **N/A**

**UPLOAD NAME APPROVAL DOCUMENT (IF APPLICABLE)**

| Name                    | Actions                  |
|-------------------------|--------------------------|
| Name Approval Form .pdf | <a href="#">Download</a> |

**PRINCIPAL PURPOSE**

**NACS Code** **NACS Sub code**  
 Retail Trade (42) Hobby, Toy, and Game Stores (451120)

**REGISTERED AGENT INFORMATION**

| Registered Agent Name | Address   | Email Address   | Registered Agent Type |
|-----------------------|---|-----------------|-----------------------|
| Sally Ann Draper      | 1241 Cherry Street, Cobb, Atlanta, GA, 30334, USA | jude128@aol.com | Individual            |

**SHARES INFORMATION**

Number of Shares: **500**

**INCORPORATOR INFORMATION**

| Name           | Address                                    |
|----------------|--|
| Julie Harrison | 12312 Main Street, Jackson, GA, 30233, USA |

**OPTIONAL PROVISIONS**

Enter Optional Provisions into this open field. You have a limit of 8000 characters.

**FILER'S CERTIFICATION (SIGNATURE)**

☒ By checking this box and continuing, each signatory certifies that the information provided herein is true, accurate, and complete to the best of his/her knowledge and belief, and that he/she has authorized the affixing of his/her electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act (e-Sign) and O.C.G.A. § 10-12-1 et seq. Further, each signatory understands that his/her electronic signature has full legal effect and enforceability and he/she intends this form, as signed, to be filed with the office of the Georgia Secretary of State.

Effective Date: **11/20/2019**  
 Authorizer Signature: **Julie Harrison** Authorizer Title: **Incorporator**

[Back](#) [Submit](#)

Office of the Georgia Secretary of State Attn: 2 MJK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530. Phone: (800) 656-2817 Toll-free: (866) 753-7825, WEBSITE: <https://sos.ga.gov/>

From the **payment page** you can choose to process the filing regular, same day or two business days from the dropdown. Your fee amount will display. Select the **Click to Pay** button.

GEORGIA CORPORATIONS DIVISION

GEORGIA SECRETARY OF STATE  
BRAD RAFFENSPERGER

Welcome JULIE ANN HARRISON Last Login: 11/20/2019 9:55:17 AM Wednesday, November 20, 2019

**BUSINESS FORMATION**

Create Business → Authorization → Review → **Payment** → Done

Would you like to expedite the filing? Two Business Days (excluding weekends & holidays) ?

| FILING FEE:       |          |
|-------------------|----------|
| Filing Fee:       | \$100.00 |
| Expedite Fee:     | \$100.00 |
| Total Filing Fee: | \$200.00 |

Please note: All fees are non-refundable.

Click to Pay

VISA Mastercard American Express DISCOVER

Back

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>  
© 2015 PCC Technology Group. All Rights Reserved. Version 5.9.5

Report a Problem?

Once you click OK, you will be navigated to our secure payment gateway, click **OK** to confirm.

You are now being directed to our partners at Global Gateway to complete your secure credit card transaction for the amount of **\$200.00**. Once the payment has processed you will be returned to eCorp to view your receipt and documents. The Payment Process may take a few seconds or a few minutes. Please be patient and do not click any button until after you receive a confirmation that your credit card was either accepted or rejected.

**WARNING: Do NOT open a new browser tab or window as it may lead to data loss and/or transaction failure.**

OK

From the Payment screen, enter your name and credit card information and click the **Pay with Your Credit Card** button. Be patient. Resist that urge to click and click...once your payment has been processed, the successful screen will display with next step instructions.

## Georgia Corporation Credit Card Payment (Prod Replica)

### Review Your Order

Total Amount: USD 200.00

[« Return to Georgia Corporation Credit Card Payment \(Prod Replica\)](#)

### Pay With Your Credit Card


**Cardholder Name**

**Address**

**ZIP/Postal Code**  **City**  **State/Province**


**Country**

**Credit Card Number**  **Expiry Date (MMYY)**




**Security Code**

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



From the **Thank You** page, you can Return to Home or navigate to your Dashboard.







**GEORGIA**  
**CORPORATIONS DIVISION**

GEORGIA SECRETARY OF STATE  
**BRAD RAFFENSPERGER**

[Home](#) [Dashboard](#) [Search](#) [Online Services](#) [Fees](#) [What's New?](#) [FAQs](#) [Personalization](#)

Welcome JULIE ANN HARRISON Last Login: 11/20/2019 9:55:17 AM Wednesday, November 20, 2019

### BUSINESS FORMATION

Create Business Authorization Review Payment Done

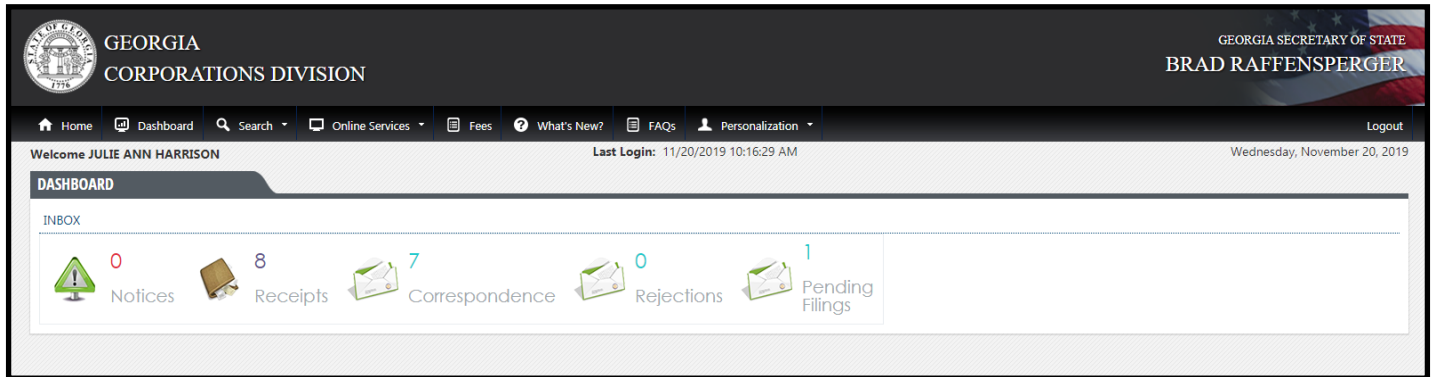
Thank you for your application. Your business formation filing has been sent to the Corporations Division for review.

**Julie's Scrapbooking Center, Inc.**

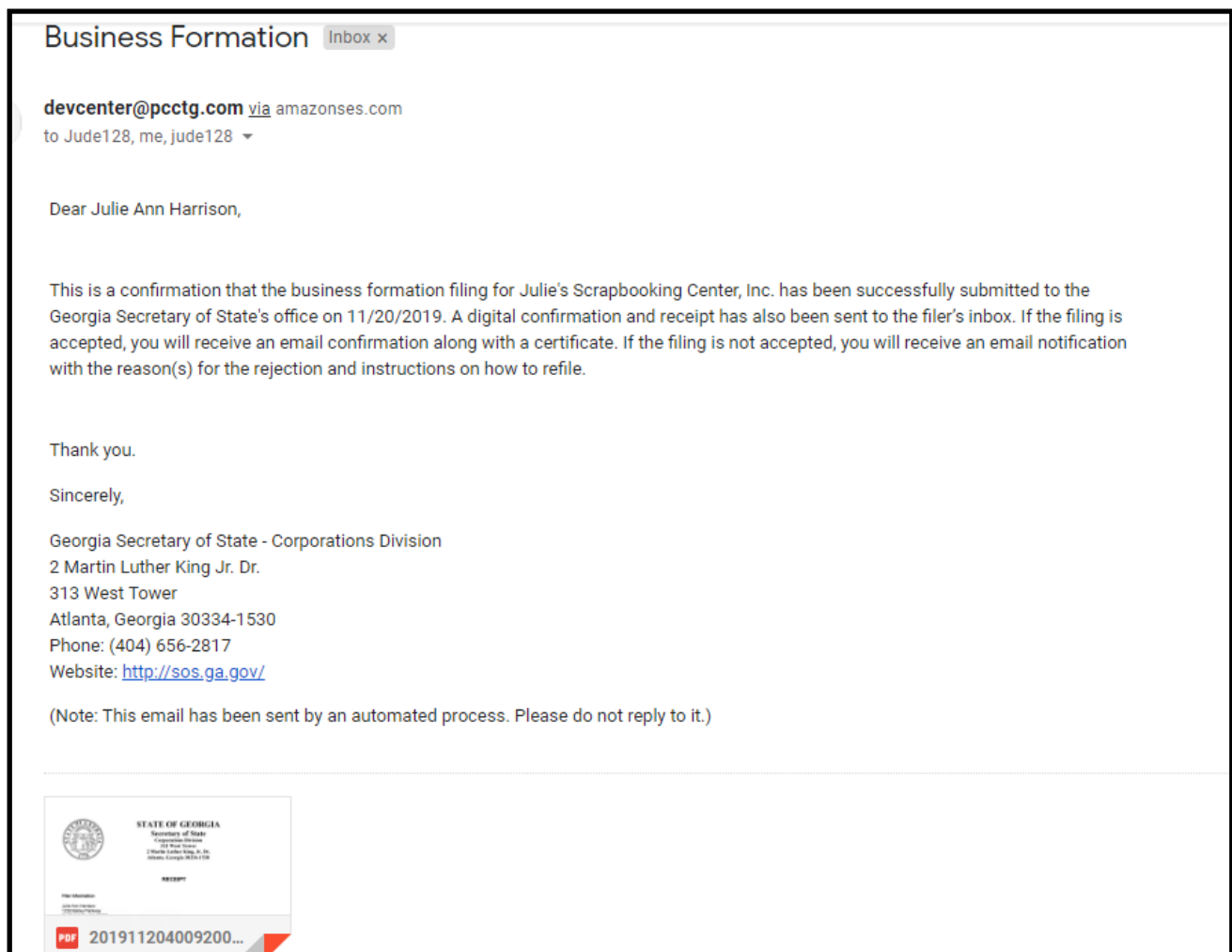
If the name is available and the document complies with Georgia law, these articles will be accepted and you will receive an email confirmation along with your certificate. If the name is not approved and/or the document is not accepted for filing, an email notification will be sent with instructions on how to re-file.

You can view your certificates, receipts or confirmations at any time by clicking on Dashboard on the top menu.

You can navigate to your **Dashboard** and select **Pending Filings** to view the status of your filing. Your receipt and any **Correspondence** from us will be in your Dashboard as well.

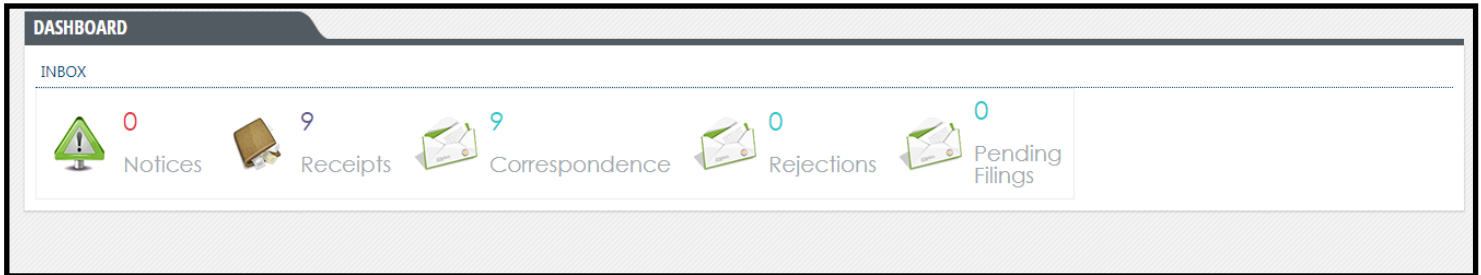


An example of email correspondence.

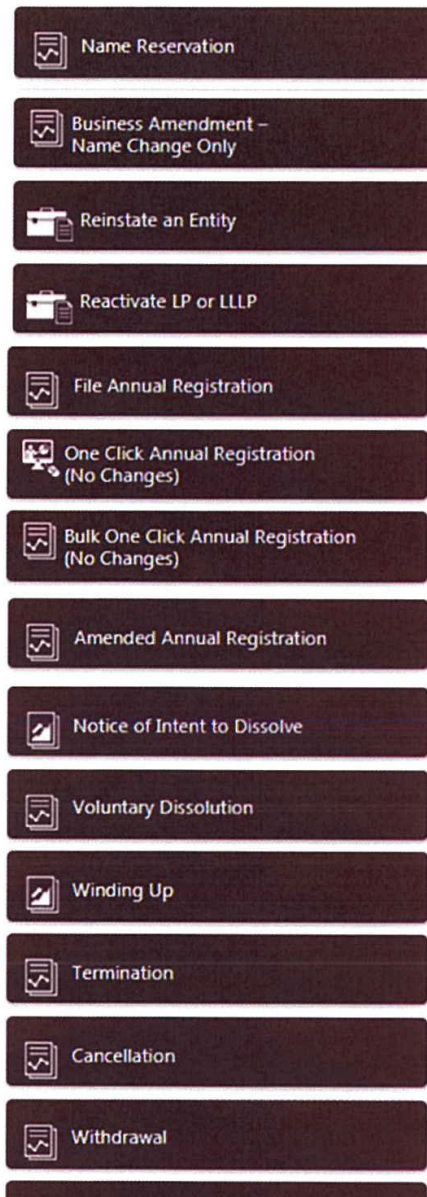




Once your business filing has been approved, an email will be sent to email addresses you provided with a PDF of your **certificate and generated document, which in this example is a Certificate of Incorporation and Articles of Incorporation**. You can also view this document from the Business Correspondence section of your Dashboard. It is simple and easy, you enter the information online and we create the documents for you.



Other filing types you can do online and the document will be generated for you are:



Other services available under Online Services include ordering certified copies and certificates of existence for entities, and subscribing for email alerts of entity updates through our E-Notifications system.



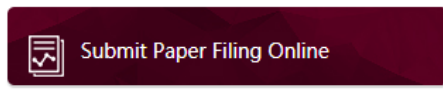
In addition to the above business entity filings, users may also submit filings related to cable/video franchises, substituted service of process, and trademarks and service marks through Online Services.



## Submit Paper Filing Online

If you have your documents and want to submit that paper filing online, you can do that too. You can also save money by submitting paper filings online.

Navigate to your home screen of **Online Services** page and click the **Submit Paper Filings Online** button.



The Submit Paper Filings page will display. From the dropdown select the Type of Filing you are submitting.

A screenshot of the Georgia Corporations Division's "SUBMIT PAPER FILING" web page. The page header includes the Georgia state seal and "GEORGIA CORPORATIONS DIVISION" on the left, and "GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER" on the right. A navigation bar contains links for Home, Dashboard, Search, Online Services, and Fees. The main content area shows a welcome message for "JULIE ANN HARRISON" and a progress bar with steps: Filing Type, Create Transmittal Information Form, Authorization, and Review. A dropdown menu for "Filing Type" is open, displaying a list of filing options. A "Continue" button is at the bottom. A red warning message is visible: "Before continuing please ensure that the eCorp system is only open in one browser or it may result in incorrect processing and the loss of data."

Your choices are :

- Amendment
- Articles of Restatement/Restated Articles
- Domestic Business Formation– Limited Liability Company
- Domestic Business Formation– Limited Liability Limited Partnership
- Domestic Business Formation– Limited Partnership
- Domestic Business Formation– Nonprofit Corporation
- Domestic Business Formation– Profit Corporation
- Domestic Business Formation– Professional Corporation
- Domestic Business Formation– Benefit Corporation
- Notice of Intent to Dissolve
- Voluntary Dissolution/Articles of Dissolution
- Winding Up
- Termination
- Cancellation
- Registered Agent Resignation
- Preclearance

Click the **Continue** button.

Depending on the filing type selected, additional information may display. Click the **Continue** button.

**SUBMIT PAPER FILING**

Filing Type → Create Transmittal Information Form → Authorization → Review → Payment → Done

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

**FILING TYPES OF PAPER FILING**

Filing Type: Domestic Business Formation – Limited Liabi

You have selected to upload prepared paper articles. If you do not have paper articles already prepared and would like for the system to generate it for you, then you may select the below link to be routed to the registration page for electronically generated articles. If you already have prepared articles to upload, then select the Continue button below to proceed with submitting your paper filing.

To go to Create or Register a Business with system generated articles click [here](#).

**Continue**

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>

For business formation filings:

You will complete the fields for the type of filing you are submitting and upload your paper document in the Upload Document section. The system will create a transmittal form for you that accompanies your uploaded document.

You will review and submit payment.

All correspondence and receipts will be emailed and also display on your Dashboard.

For all other filing types, you will first search for the business entity. Enter the **Business Name** or **Control Number** into the appropriate empty field. Click the **Search** button.

**SUBMIT PAPER FILING - BUSINESS AMENDMENT**

Filing Type → Business Search → Create Transmittal Information Form → Review → Payment → Done

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

**BUSINESS SEARCH**

Search By: ☒ Business Name ☐ Control Number

We File

**Search Business** **Clear** **Back**

Search can be done on Business Name or Control Number  
Example: Search for Business Name = Atlanta.

The **Search** Results will display. Select the radio button in the row for the correct entity and click the **Continue** button.

Filing Type

Business Search

Create Transmittal Information Form

Review

Payment

Done

Before continuing please ensure that the eCorp system is only open in one browser or browser window on your computer. Failure to do so can result in incorrect processing and the loss of data.

BUSINESS SEARCH

Search By:

☒ Business Name
 ☐ Control Number

We File

Search Business

Clear

Back

Search can be done on Business Name or Control Number  
 Example: Search for Business Name = **Atlanta**.  
 Result: Businesses containing **Atlanta** will be displayed.

SEARCH RESULTS

| Control Number | Business Name     | Business Type                      | Status            | Select                           |
|----------------|-------------------|------------------------------------|-------------------|----------------------------------|
| 10014687       | WEFILE INC.       | Foreign Profit Corporation         | Active/Compliance | <input checked="" type="radio"/> |
| 19077260       | WE File Docs, LLC | Domestic Limited Liability Company | Active/Compliance | <input type="radio"/>            |

Page 1 of 1, records 1 to 2 of 2

Continue

You will complete the fields for the type of filing you are submitting and upload your paper document in the Upload Document section. The system will create a transmittal form for you that accompanies your uploaded document.

You will review and submit payment.

All correspondence and receipts will be emailed and also display on your Dashboard.